

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 10 September 1956

FROM : Chief, Procurement Division

SUBJECT: Vital Material Schedule

1. Reference is made to your memorandum dated 31 August 1956 requesting that each Staff and Division Chief review the existing schedule of recurring vital material and submit recommendations thereon.

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2. Discussions have been held between this Division and Miss [REDACTED] of your office concerning several additions to the Procurement Division vital material schedule. Briefly, our recommendation consists of establishing military purchase orders for a period of nine (9) months and purchase orders for a period of three (3) months with one additional jacket for miscellaneous open end contracts which run for approximately a year's period. As the tenth jacket is added to military purchase orders and the fourth jacket to purchase orders, the first jackets respectively of each would be destroyed etc. By following this procedure of using jackets rather than a listing of individual documents, the material will always be at hand and administrative time of logging in and out for individual purchase orders will be eliminated.

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3. Discussions have also been entered into concerning the use of reference books which are required for normal operations. These requirements are now being determined by members of the Division involved, and Miss [REDACTED] is investigating the possibility of the library maintaining the books for us.

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Distribution:

Orig. & 1 - Addressee

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1 - PD File (Official)

1 - OL Reg. (Miss [REDACTED])

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OL/PD: [REDACTED] :djo/745 (10 September 1956)